

12 March 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-11

SUBJECT : Allowable Items of Expense for Invitee Travelers

RESCISSION: OPM 20-12-10 dated 3 October 1969

1. It is the policy of the Office of Personnel to reimburse invitee travelers for legitimate expenses incurred in connection with their visits to headquarters.

2. The following guidelines for allowable expenses will cover most situations:

ALLOWABLE EXPENSES

a. Economy jet air, common carrier, or \$.12 per mile POV not to exceed economy jet air fare. First class air fare will be paid only if the traveler certifies that no other accommodations were available.

b. Maximum allowable per diem for each day or portion thereof that traveler is in travel status. This must cover food, lodging, baggage transfer and tips (except taxi).

c. Limousine or taxi to and from airports not to exceed \$6 per trip except for trips from Dulles Airport to Headquarters Building which will be reimbursed at cost. A 15% tip on taxi fares is authorized.

d. Taxi fares (plus 15% tip) from hotels and motels in the Metropolitan Washington and Arlington areas to Rosslyn Agency buildings and return. The shuttle bus should normally be used for trips between Rosslyn and headquarters.

3. Car rentals may be authorized for applicants on invitee travel to the Washington area who are being considered for senior positions (GS-15 or above) subject to the limitations in a and b below which are the same as those imposed on senior Agency personnel when they are on TDY in Washington. Invitee travel orders providing for car rental must identify the position and grade for which the applicant is being considered.

- a. The vehicle will be a standard Ford, Chevrolet or Plymouth class vehicle or smaller.
- b. The Agency will pay the rental fee and insurance charge plus the required mileage rate for those miles certified by the applicant as being official and any parking fees related to official use. The applicant will pay the rental mileage costs for any miles driven for personal reasons.
- 4. The Chief, Staff Personnel Division, or Chief, Professional Selection Branch, SPD is authorized to approve or disapprove payment of claims for types of expenditures which are not covered above.



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Director of Personnel

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